IDAHO
COMMERCE & LABOR
C.L. "BUTCH" OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR

WIAB 14-06

DATE: June 12, 2007

TO: All WIA Subrecipients

FROM: Joni Booth, Chief, Accounting

SUBJECT: WIA Participant Accruals for Program Year 2006

The WIA participant payment system will close on June 28, 2007 for this program year ending June 30. All payments made by 2:00 p.m. on June 28 will be reflected in the system (if a payment does not appear, it has not been paid). On June 29, the system will begin generating accruals for payments not made.

The accrual system will open July 2 and close July 3 by 1:00 p.m. Mountain Daylight Time. All WIA case managers will have the opportunity to view and modify system accruals and to enter accruals not shown (see box below).

Remember, accruals should be made for unpaid participant expenses that have actually occurred on or before June 30. Also, the system will accrue to the participant completion date. So, verify completion dates before the system closes, which will reduce accrual changes.

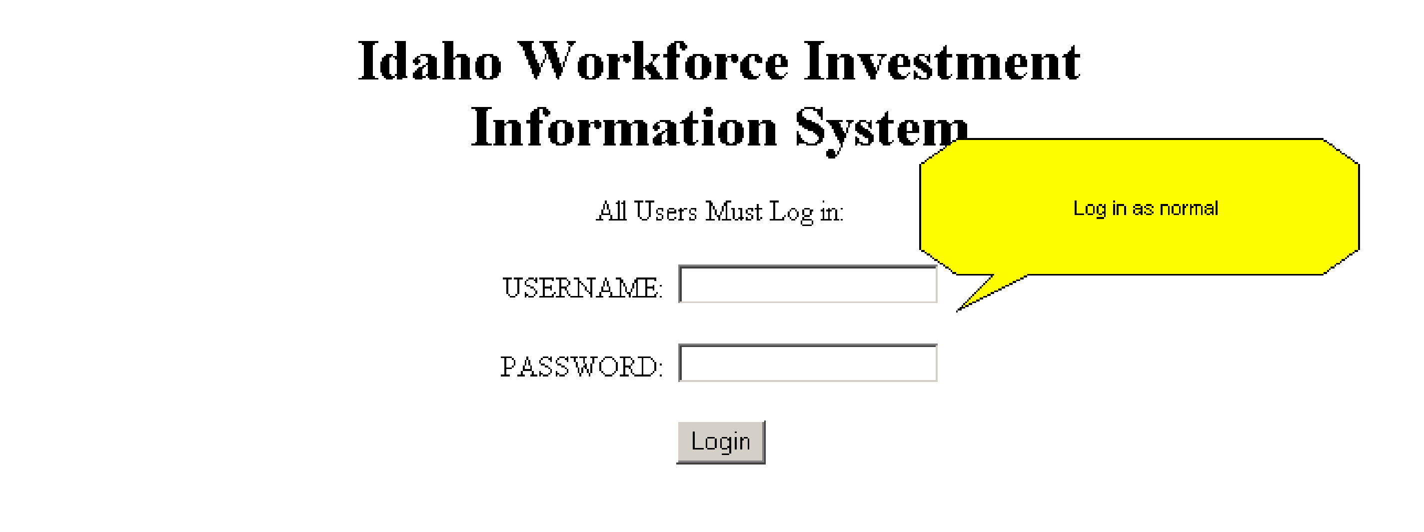
Please direct any questions or problems to your Grants Manager.

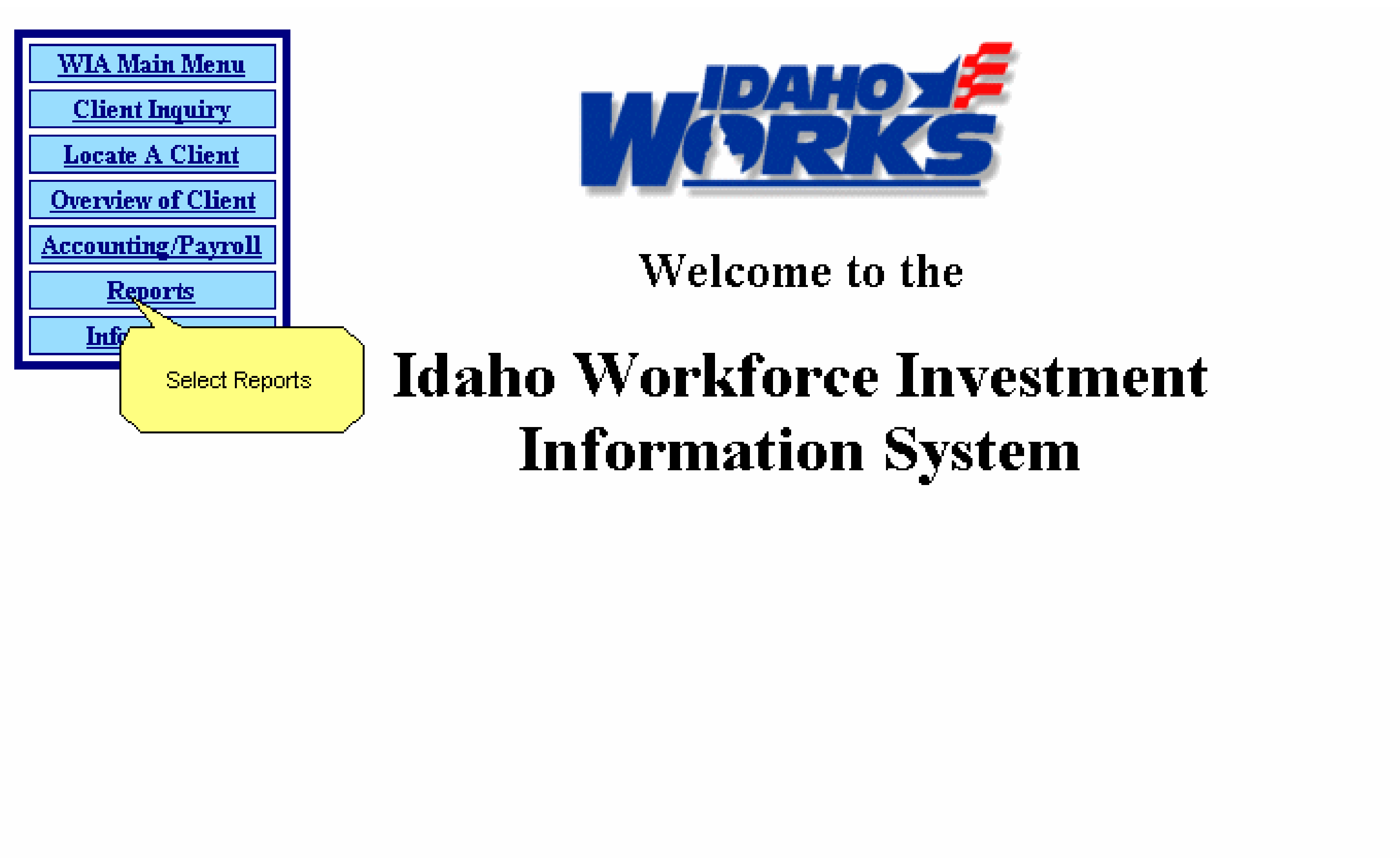
TO VIEW & MODIFY ACCRUALS

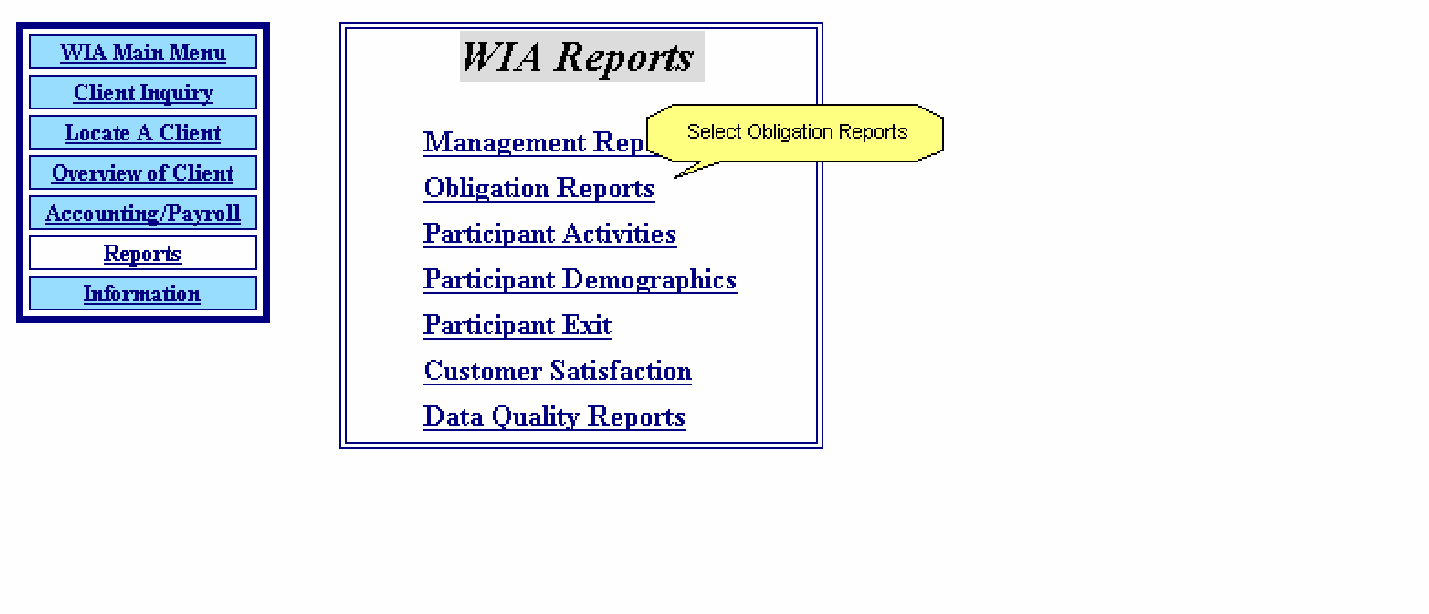
Logon to the WIA Management Information System (MIS)
https://cl.idaho.gov/applications/wia/login.asp
(Security clearance is required)

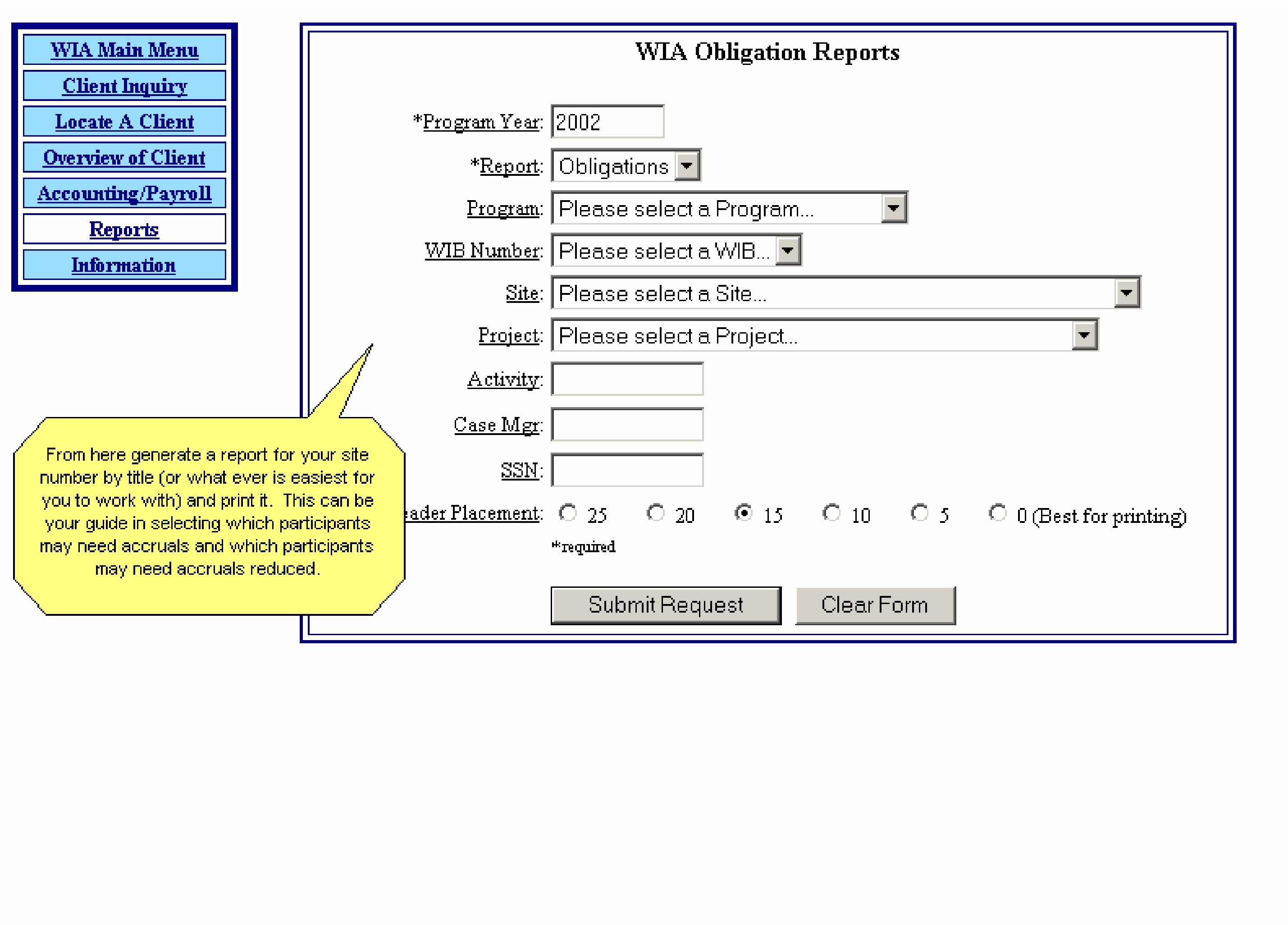
Select Accounting/Payroll, followed by WIA Participant Manual Accruals.
Then follow the instructions in red on the screens.

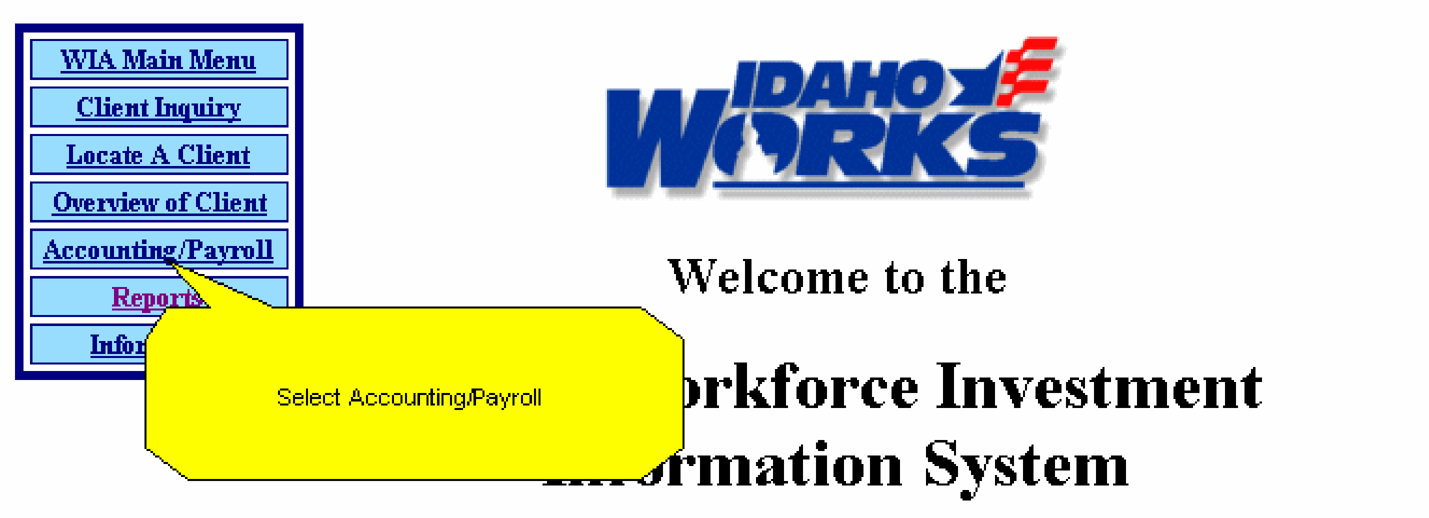
The screens are designed to be generally self-explanatory. However, more detailed instructions are shown in the illustrations below, if needed.

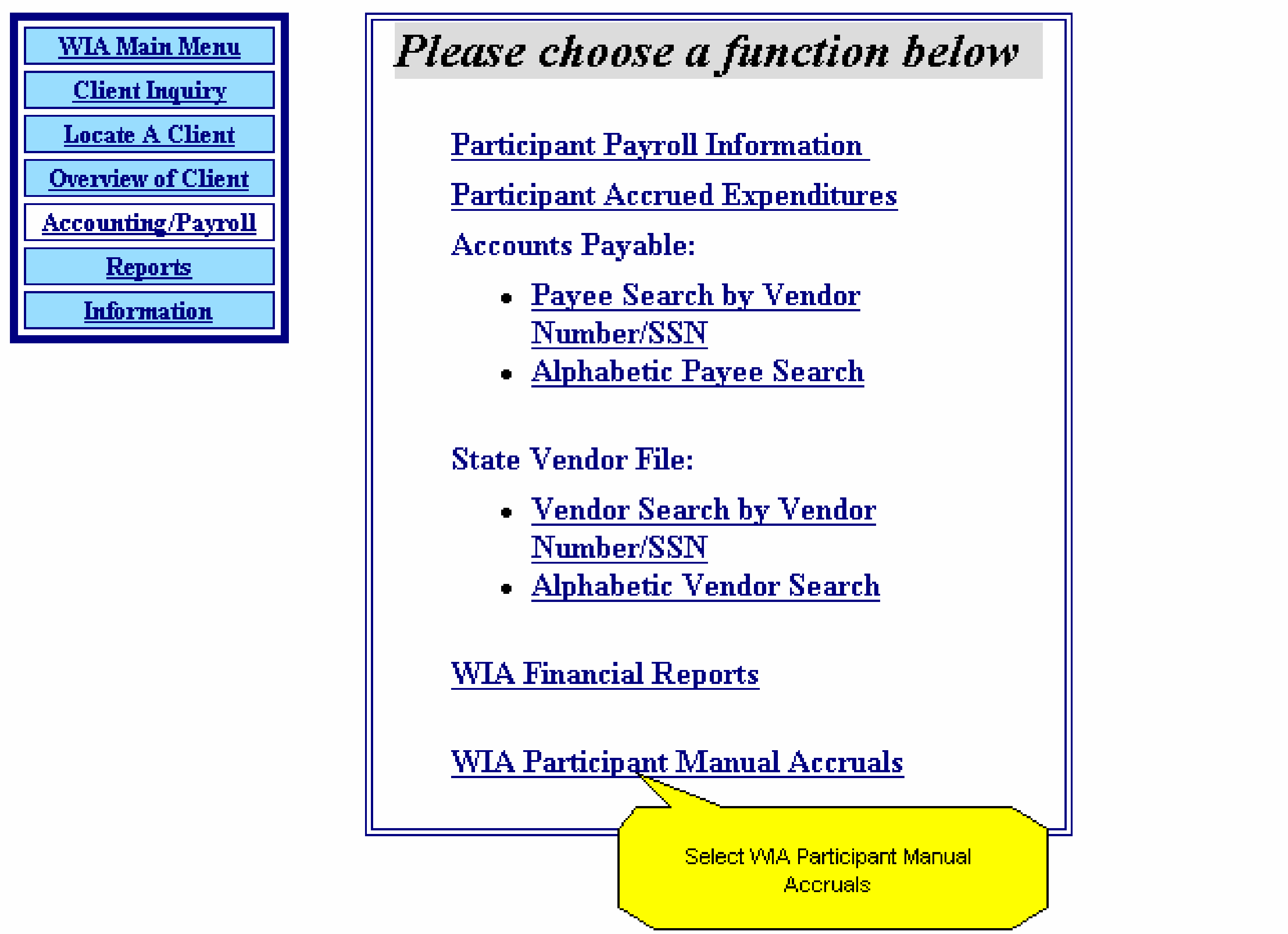

Idaho Workforce Investment
Information System
All Users Must Log in:
USERNAME:
PASSWORD:
Login
Log in as normal


WIA Main Menu
Client Inquiry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
IDAHO WORKS
Welcome to the
Idaho Workforce Investment
Information System
Select Reports


WIA Main Menu
Client Inquiry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information
WIA Reports
Management Rep
Select Obligation Reports
Obligation Reports
Participant Activities
Participant Demographics
Participant Exit
Customer Satisfaction
Data Quality Reports


WIA Main Menu
Client Inquiry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information
WIA Obligation Reports
*Program Year: 2002
*Report: Obligations
Program: Please select a Program...
WIB Number: Please select a WIB...
Site: Please select a Site...
Project: Please select a Project...
Activity:
Case Mgr:
SSN:
ader Placement: 25 20 15 10 5 0 (Best for printing)
*required
Submit Request
Clear Form
From here generate a report for your site number by title (or what ever is easiest for you to work with) and print it. This can be your guide in selecting which participants may need accruals and which participants may need accruals reduced.


WIA Main Menu
Client Inquiry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
IDAHO WORKS
Welcome to the
Select Accounting/Payroll
Information System


WIA Main Menu
Client Inquiry
Locate A Client
Overview of Client
Accounting/Payroll
Reports
Information
Please choose a function below
Participant Payroll Information
Participant Accrued Expenditures
Accounts Payable:
Payee Search by Vendor Number/SSN
Alphabetic Payee Search
State Vendor File:
Vendor Search by Vendor Number/SSN
Alphabetic Vendor Search
WIA Financial Reports
WIA Participant Manual Accruals
Select WIA Participant Manual Accruals

PARTICIPANT EXPENDITURES AND ACCRUALS

6/24/2003 2:33:55 PM -- - Update is Enabled--Userid=bboyd

FOLLOW INSTRUCTIONS IN RED

Enter part or all of the SSN, Click here. The next page will bring up all that match the selected criteria.

1 - Enter all or part of SSN or First Name or Last Name. Then click on			
Social Security Number	**First Name**	**Last Name**	Get Participant
888			Clear SSN/Names

PARTICIPANT EXPENDITURES AND ACCRUALS

6/25/2003 1:35:50 PM -- - Update is Enabled--Userid=bboyd

FOLLOW INSTRUCTIONS IN RED

1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'.			
Social Security Number	**First Name**	**Last Name**	Get Participant
888			Clear SSN/Names

SSN	First Name	Last Name
88888888	STEFFANIE	DUCK

Click On The SSN

1 - Enter all or part of SSN or First Name or Last Name. Then click on 'Get Participant'.			
Social Security Number	First Name	Last Name	Get Participant
88888888	STEFFANIE	DUCK	Clear SSN/Names

2 - Click on one of the Cost Categories below to show detail.

Action	Program Year	WIB/Site	Fund Number	Cost Cat	Obligations	Cash Expenditures	Total Accruals	Total Accrued Expenditures
	2002	3/3308	XX 15 411	G	$1.00	$0.90	$0.00	$0.90
	2002	3/3308	XX 21 411	C	$1,089.00	$119.75	$0.00	$119.75
	2002	3/3308	XX 21 411	G	$0.00	$2.70	$0.00	$2.70
	2002	3/3308	XX 21 411	I	$0.00	$27.00	$0.00	$27.00
	2002	3/3308	XX 21 411	N	$0.00	$755.00	$3,020.00	$3,775.00
	2002	3/3308	XX 21 411	X	$0.00	$129.95	$0.00	$129.95
	2002	3/3308			$0.00	$54.00	$0.00	$54.00
	2002	3/3308			$989.00	$470.00	$0.00	$470.00
					$0.00	$156.95	$0.00	$156.95
			YY 41 410	X	$0.00	$129.95	$0.00	$129.95
	2002	3/3308	YY 41 410	Y	$0.00	$54.00	$0.00	$54.00
Add	2002							
	Totals				$2,079.00	$1,900.20	$3,020.00	$4,920.20

Select the Cost Category you wish to change the accruals on.

Or add a line (Cost Category) to accrue on.

3 - Click on Manual Overide to toggle Y/N and enter Manual Accrual. Then click on 'Update Accruals' below.

Cost Center	33308	Fund Number	XX21411	Cost Category	N

Month	Cash Expenditures	Automated Accruals	Manual Override (Y/N)	Manual Accruals
July	$0.00	$0.00	N	$0.00
August	$0.00	$0.00	N	$0.00
September	$0.00	$0.00	N	$0.00
October	$0.00	$0.00	N	$0.00
Novem[illegible]	[illegible]	[illegible]	[illegible]	$0.00
Decemb[illegible]	[illegible]	[illegible]	[illegible]	$0.00
January	$755.00	$0.0[illegible]	N	$0.00
February	$0.00	$755.00	N	$0.00
March	$0.00	$755.00	N	$0.00
April	$0.00	$755.00	N	$0.00
May	$0.00	$755.00	N	$0.00
June	$0.00	$0.00	N	$0.00
Totals	$755.00	$3,020.00		$0.00
Total Reported Accruals		$3,020.00	Update Accruals	

Is something WRONG? If you see accruals for big $'s amounts month after month and no expenditures you are most likely missing a completion date for this enrollment. You will need to change these to zero.

If you wish to change the $755 in Feb. click the Manual Override to Y for yes and then change the dollar amount to the desired amount.

Then click Update Accruals

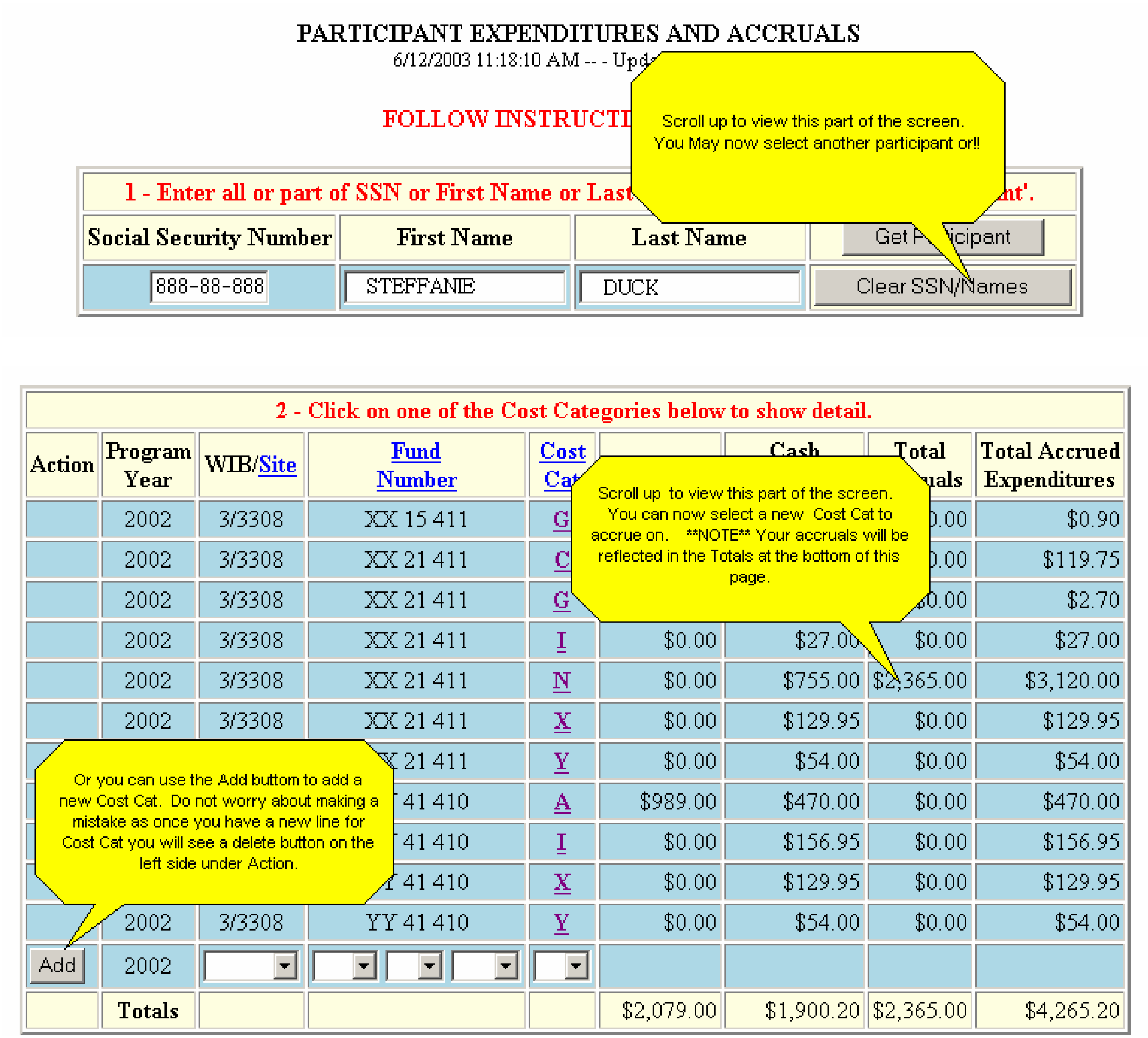
Accruals have been updated!

3 - Click on Manual Overide to toggle Y/N and enter Manual Accrual. Then click on 'Update Accruals' below.

Cost Center	33308	Fund Number	XX21411	Cost Category	N

Month	Cash Expenditures	Automated Accruals	Manual Override (Y/N)	Manual Accruals
July	$0.00	$0.00	N	$0.00
August	$0.00	$0.00	N	$0.00
September	$0.00	$0.00	N	$0.00
October	$0.00	$0.00	N	$0.00
November	$0.00	$0.00	N	$0.00
December	$0.00	$0.00	N	$0.00
January	$755.00	$0.00	N	$0.00
February	$0.00	$755.00	*Y*	$100.00
March	[illegible]	[illegible]	[illegible]	$0.00
April	[illegible]	[illegible]	[illegible]	$0.00
May	[illegible]	[illegible]	[illegible]	$0.00
June	[illegible]	[illegible]	[illegible]	$0.00
Totals	$755.00	$3,020.00		$100.00
Total Reported Accruals		$2,365.00	Update Accruals	

After selecting Update Accruals your screen should look like this. You have changed the accrual for $755 to $100. Your accruals have decreased $655 to $2,365.00. **note** you may select more than one month to change before you click Update



PARTICIPANT EXPENDITURES AND ACCRUALS

6/12/2003 11:18:10 AM -- - Upd

FOLLOW INSTRUCTI

Scroll up to view this part of the screen.
You May now select another participant or!!

1 - Enter all or part of SSN or First Name or Last			nt'.
Social Security Number	First Name	Last Name	Get P icipant
888-88-888	STEFFANIE	DUCK	Clear SSN/Names

2 - Click on one of the Cost Categories below to show detail.								
Action	Program Year	WIB/Site	Fund Number	Cost Cat		Cash	Total uals	Total Accrued Expenditures
	2002	3/3308	XX 15 411	G			.00	$0.90
	2002	3/3308	XX 21 411	C			.00	$119.75
	2002	3/3308	XX 21 411	G			0.00	$2.70
	2002	3/3308	XX 21 411	I	$0.00	$27.00	$0.00	$27.00
	2002	3/3308	XX 21 411	N	$0.00	$755.00	$2,365.00	$3,120.00
	2002	3/3308	XX 21 411	X	$0.00	$129.95	$0.00	$129.95
			X 21 411	Y	$0.00	$54.00	$0.00	$54.00
			41 410	A	$989.00	$470.00	$0.00	$470.00
			41 410	I	$0.00	$156.95	$0.00	$156.95
			41 410	X	$0.00	$129.95	$0.00	$129.95
	2002	3/3308	YY 41 410	Y	$0.00	$54.00	$0.00	$54.00
Add	2002							
	Totals				$2,079.00	$1,900.20	$2,365.00	$4,265.20

Scroll up to view this part of the screen. You can now select a new Cost Cat to accrue on. **NOTE** Your accruals will be reflected in the Totals at the bottom of this page.

Or you can use the Add buttom to add a new Cost Cat. Do not worry about making a mistake as once you have a new line for Cost Cat you will see a delete button on the left side under Action.